

**From:** Ralph Newberry  
**To:** Christensen, Jon  
**Date:** 7/28/2003 12:10:27 PM  
**Subject:** ENG SERV FOR SARGENT & LUNDY

I received the manual req for the requested eng services but to charge it against the service blanket (03-45568) and the terms/conditions that you requested. You need to go into service req entry and enter this information using the above contract number. That will automatically do a "work release request" on our PO format. Once the work is preformed and you get the invoice you will do "pay authorization" and it automatically release to Accounting to pay.

Any question on the how to's for this can be directed to Mike Bringhurst or Scott Worthington and they can walk you through the process.

I can do the manual req but it will charged to the service blanket until accounting does it the "old way" and vendor matches the invoice against the PO number (PO number will not be the same as the service blanket).

Ralph

**CC:** Nelson, James

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